Instructor Tips for Self Serve Time and Attendance (SSTA)

SSTA can be accessed at www.mass.gov/masshr.

- Click the button for Log in to Employee Self-service.
- Enter your Employee ID and password (first name initial in caps, last name initial in lower case, employee id – found on the front of your badge, and last 4 digits of your social security).
- Choose Time sheet under Quick Links.
- Choose the correct week by using <<previous week   next week>>
- Now choose the date, enter your time. From in time to out, if you didn't take a break, just fill the in and out time. Break should be recorded as the MEAL in and MEAL out.
- If you worked more than 6 hours you have to report a break. If this training is funded out of something other than operating budget (grant funding, the trust, NG, etc) on right indicate the 'combo code'. Click the magnifying glass, a small list will appear. Select the correct combo code.

> For questions regarding what program codes to enter, use the sign in sheet as your guide. The class number relates directly to SSTA user codes.

- ✓ Go to user field 1. This code will match the account/department.
- ✓ Click the magnifying glass to the right. Enter DFSMFA in the 'search by' box.
- ✓ Click 'look up'. Select the appropriate training category.
- ✓ Go to user field 2, follow the same process, click the magnifying glass, enter DFSMFA. This will give you a list of courses.
- ✓ Select the course. They are by number of course offering.
- ✓ Go to user field 3. This is *only* used if you have 2 of the same courses going at once. Select 1, 2, 3, 4. Ignore otherwise.
- ✓ Go to user field 4. This is where travel time is selected. This would be travel, carpool, ferry travel, etc. follow the same process click magnifying glass, enter DFS, choose the appropriate code. *ADD YOUR TRAVEL TIME TO YOUR PUNCH TIME!!*
- ✓ Click submit. Confirm submit. This is your electronic signature.

Please keep in mind your contract stipulates the following:

Round Trip Distance	Time Allowance
0 to 70 miles	0 hours
71 to 120 miles	1 hour
121 to 170 miles	1.5 hours
171 to 220 miles	2 hours
221 plus (+) miles	2.5 hours (max. allowed)

- If you worked two courses in one day or have two forms of travel (ferry and mileage) you need to add a line. Add a line by clicking the + at the far right of the day. Then start from the beginning by entering the time in and out. If one course ended at 3PM the next line must be at least 3:00:01PM or after.

Please keep in mind:

- A physical signature/sign-in. All instructors will still have to sign the time sheet for the program. These will be used to verify who worked that day and (what we are calling) 'stipends'. Stipends are OD, Lead Instructor, EMS, Logistics, PT, etc. These are not entered in your SSTA will be added by the HR staff.
- Carpool, travel time or mileage reimbursement will require a MapQuest (or similar) document with the starting and ending odometer readings. Mileage IS NOT entered into SSTA by the employee but will be added separately by the HR staff. Your travel time is entered into SSTA by you because it is time worked. *Your SSTA time must match the time sheet you signed.* Then you justify the additional time by filling in User Field 4. Click the correct code.
- If you are carpooling, you will still get paid for travel time, you will need to enter the punch time in SSTA and also reflect the time in user field 4 under carpool. You still provide a MapQuest and odometer readings of the person who drove. Please don't choose carpool if you drove!
- The lead instructor should sign the bottom of the time sheet.
- Instructors working administrative hours will still need to submit the ADM/DEV sheet the week you worked and include the work done on the back side, and enter that time in SSTA.

Note: Do not make *any* changes to your payroll on Monday for the previous week. Any payroll that indicates 'Needs Approval' will not be paid.